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CONFIDENTIAL

11 May 1956

MEMORANDUM FOR: Acting Director of Training

SUBJECT : Training Program for Junior Officer Trainee,

[REDACTED]

1. This memorandum is submitted in accordance with a request dated 30 March from [REDACTED] Acting Director of Training, to outline the training program of Junior Officer Trainee, [REDACTED]

2. It was the intention of [REDACTED] supervisor to devote the initial period of his training to cover a period of approximately two months to familiarize himself with files, name checking, reports writing, and general area activities. After a minimum of instruction, [REDACTED] demonstrated first-rate capabilities to handle this work as well as having gained sufficient knowledge of our system of filing and dissemination to enable him to undertake additional duties. In view of this progress, [REDACTED] was transferred to the second phase of his training; work covering general operational and administrative functions. This decision was based upon two factors: (1) the pressing need for operational and administrative assistance due to the absence of the Desk Operations Officer for one week, followed by three weeks TDY in the field by the Desk Chief and (2) his supervisor's belief that because of the trainee's rapid grasp of his first assignment he was capable of undertaking the next one.

In his present assignment, [REDACTED] work covers the maintenance of case records, writing project renewals, dispatches, and agent contracts. In addition to enabling him to learn about various operations and administrative duties, this work has put him in contact with numerous offices of Headquarters staff components concerned with projects and contracting arrangements.

[REDACTED]

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25X1 3. It is planned to keep the trainee in his present work for the next three to four months at which time he will be made responsible for certain specific operations which he will handle as a Headquarters officer. This work will be for a period of approximately six months and will cover the final phase of [] training. Based on [] performance to date, it is believed that after the completion of his training he will be qualified to handle a field operations assignment.

[]

APPROVED BY:

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